



PARKS & RECREATION COMMISSION MEETING

WEDNESDAY, JUNE 12, 2013 - 7:00 P.M.

Grant Park – Room 2
1575 Holt Ave, Los Altos, California

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

SPECIAL PRESENTATION

1. Los Altos Forward

ITEMS FOR CONSIDERATION/ACTION

2. Commission Minutes
Approve minutes of the regular meeting of May 8, 2013
3. Farmer's Market Outreach
Receive subcommittee report
4. Parks Plan Priorities
Review priorities for potential inclusion to FY2013/2014 Work Plan
5. Work Plan Update
Amend work plan to include majority recommendations from discussion item 4.

INFORMATIONAL ITEMS

6. Sculpture Installation
Receive an informational report from the Public Arts Commission
7. Monthly staff report

Receive information and announcements from City staff

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for the Parks & Recreation Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/parc/index.html>

If you wish to provide written materials, please provide the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

**MINUTES OF A REGULAR MEETING OF THE PARKS AND RECREATION
COMMISSION MEETING OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY,
MAY 8, 2013 AT 7:00 P.M. AT COUNCIL CHAMBERS,
ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

ESTABLISH QUORUM

PRESENT: Baron, Beggs, James, Lee Eng, Parmar and Tooley.

ABSENT: Lucia

PUBLIC COMMENTS

None

SPECIAL PRESENTATION

1. Park Maintenance Presentation
Damon Cockerham, Parks Supervisor [handout attached]

ITEMS FOR DISCUSSION/ CONSIDERATION

2. Commission Minutes
MOTION James; SECOND Tooley APPROVED minutes of the March 13, 2013 regular meeting (6-0)
3. 2013 Goals
 - a. Reviewed and added relevant projects to identified goals
 - b. Allocated tasks to Commissioners on 2013-2014 work planMOTION Parmar; SECOND James RECOMMENDED that all Commissioner's review the priorities identified in the Parks Plan and be prepared for discussion at June 2013 meeting for defining projects for inclusion on the FY2013/2014 Work Plan.
4. Monthly staff report
Received information and announcements from City staff

COMMISSIONERS' REPORTS AND COMMENTS

None

POTENTIAL FUTURE AGENDA ITEMS

- Parks Plan priority review
- Work Plan adjustments

ADJOURNMENT

Chairperson Lee Eng adjourned the meeting at 8:38 p.m.

HANDOUT FROM SPECIAL PRESENTATION ITEM 1.

CITY OF LOS ALTOS
PUBLIC WORKS DEPARTMENT
PARKS DIVISION
ORGANIZATIONAL CHART
EFFECTIVE 4/1/13

PARKS AND STREET LANDSCAPE MAINTENANCE
Maintenance Supervisor -- Damon Cocketham (B)

PARK MAINTENANCE

Leadworker -- Colleen Rogan
MWII - Rogelio Baltazar (A)
MWI - Eddie Craig (B)

IRRIGATION/SPECIAL PROJECTS

Leadworker - Todd Perotti (A)

BOULEVARD MAINTENANCE

Leadworker - Andy Clemente (B)
MWI - Mary Isola
MWII - Greg Abley (S) (A)

TREE MAINTENANCE

Leadworker - Rangel Reynoso (A)
MWII - Shawn Ivazes (B)



DATE: March 13, 2013

AGENDA ITEM # 3

TO: Parks & Recreation Commission
FROM: Beverly Tucker, Recreation Director
SUBJECT: Farmer's Market Outreach

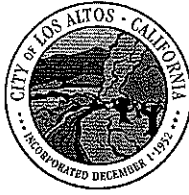
RECOMMENDATION:

Receive report

Taking advantage of the reserved table for non-profits groups at the downtown Farmer's Market was identified as an outreach method for the Parks and Recreation Commission during the May 2013 regular meeting. Commissioner's Tooley and James volunteered to work on the assignment.

The subcommittee identified the process and requirements for approval and obtained the application. July 11 and August 22 were selected for the application.

The committee will work with staff to develop materials and activities for the booth. Additional Commissioners will be needed to assist on the selected days.



DATE: June 12, 2013

AGENDA ITEM # 4

TO: Parks & Recreation Commission
FROM: Beverly Tucker, Recreation Director
SUBJECT: Parks Plan Priorities

RECOMMENDATION:

Review priorities for potential inclusion to FY2013/2014 Work Plan

BACKGROUND

During the 2013 Goals discussion at the May 2013 regular Parks and Recreation Commission meeting the Commission voted the following:

MOTION Parmar; SECOND James RECOMMENDED that all Commissioner's review the Priorities identified in the Parks Plan and be prepared for discussion at June 2013 meeting for defining projects for inclusion on the FY2013/2014 Work Plan.

DISCUSSION

The Priorities section of the Parks Plan is attached. Reading the entire document prior to the meeting would be beneficial for the discussion.

Attachment:

Pages 41-47 of the Los Altos Parks Plan



PRIORITIES

The goals and recommendations set forth in this Plan can be initially divided into three categories: on-going, one-time and aspirational. The on-going actions are those actions that the City is consistently undertaking (ex. maintenance of parks). These actions are not as defined or visible as many one-time projects, but are vital to providing a first-class park system. One-time recommendations are those projects which are undertaken and completed (ex. a park renovation). These projects are typically capital projects and can provide greater changes to the parks. One-time recommendations can be further broken out into categories of short- and long-term and can be prioritized in a more linear fashion than on-going recommendations. Aspirational goals are precisely that: aspirational in nature.



ON-GOING RECOMMENDATIONS

The following are those on-going recommendations set forth in this Plan. They are not prioritized as they are recommendations that the City should strive to follow in order to maintain such a great park system.

- Maintain the south portion of Heritage Oaks Park as undeveloped open space (see page 10 for more details)
- Continue habitat restoration in Redwood Grove (pages 16 and 26)
- Look for opportunities to enlarge Redwood Grove (page 16)
- Address use of facilities in Redwood Grove (page 16)
- Maintain Rosita Park according to City standards (page 18)
- Look for opportunities to provide additional parking at Shoup Park (page 19)
- Explore potential activities for Village Park (page 20)
- Rent the San Antonio Club for functions (page 21)
- Maintain current parks as dedicated parkland (page 24)



Priorities

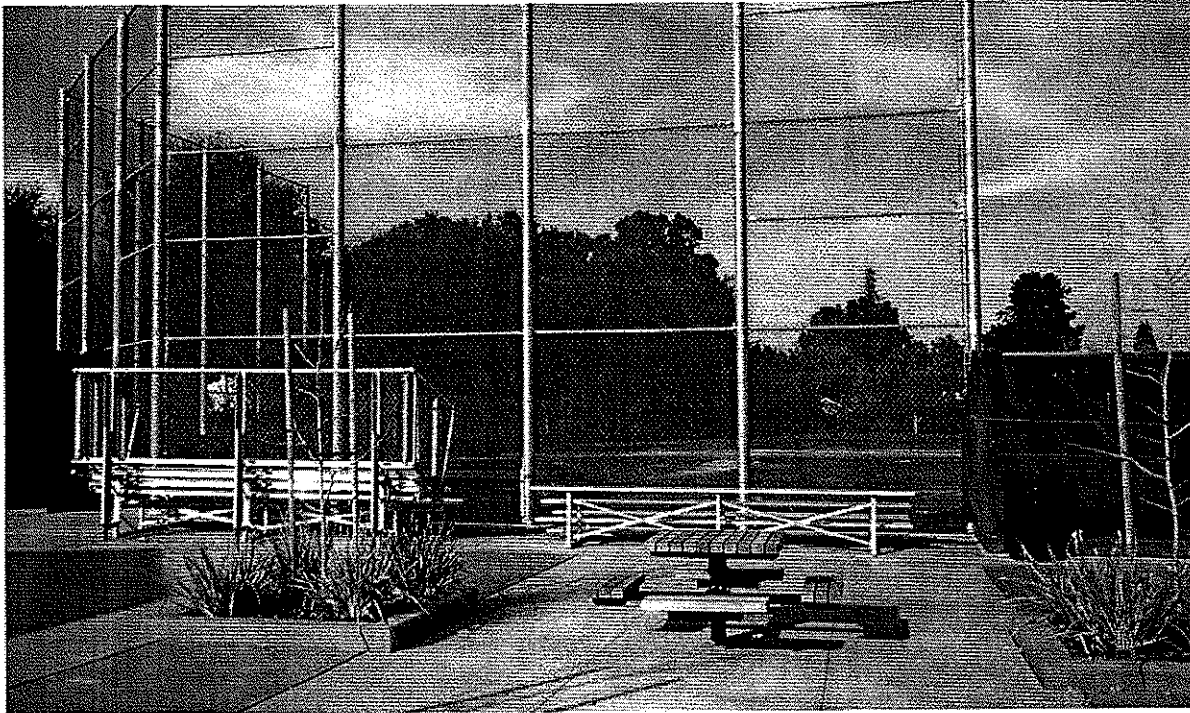
- Look for opportunities to provide 60 acres of parkland citywide (page 24)
- Look for opportunities to expand existing parks (page 24)
- Continue to require park in-lieu payments (page 24)
- Maintain current pathways and trails (page 24)
- Consider pathways when designing new parks or park renovations (page 24)
- Support the completion of the Stevens Creek Trail (page 24)
- Work with the school districts to provide for scheduling and maintenance of athletic fields (page 25)
- Look for opportunities to acquire open space (page 27)
- Remain cognizant of the Open Space Easement on the El Retiro property (page 28)
- Continue to allow dogs on-leash (page 29)
- Follow criteria for placement of a skate park (page 31)
- Follow established criteria for placement of restrooms in City parks (page 32)
- Maintain standards of maintenance (page 40)
- Continue complying with ADA requirements as related to maintenance (page 40)





ONE-TIME RECOMMENDATIONS

The following are one-time recommendations set forth in this Plan. They are divided into two categories: Short-term (those projects which can be handled by the City in a timely manner and with little use of resources) and Long-term (those projects which will most likely require a CIP or more use of resources). In both categories recommendations are listed according to priority.



Short-term

1. Complete the pathway from Redwood Grove to Shoup Park (see pages 16 and 19 for more details)
2. Create a long-term agreement for use of Montclair Park (page 15)
3. Move tennis backboard in McKenzie Park (page 14)
4. Survey potential users of a skate park (page 31)
5. Move Walter Singer Bust from Community Plaza (page 8)
6. Begin efforts to preserve creek banks in Shoup and Heritage Oaks Parks (page 26)
7. Augment the landscaping along the Hetch Hetchy Right-of-Way (page 22)
8. Consider installing parking spaces along Portland Avenue at Heritage Oaks Park (page 10)



Priorities

Long-term

1. Provide a park in north Los Altos (page 24)*
2. Obtain the title for Lincoln Park (page 12)
3. Create a CIP for Redwood Grove to address creek bank restoration, replacement of the boardwalk and installation of permanent restrooms (page 16)
4. Make a decision on the future of Halsey House and Caretaker House in Redwood Grove (page 16)
5. Repurpose the 647 North San Antonio Road site into a neighborhood park (page 21)
6. Proceed with the Renovation CIP, installing new landscaping and expanding parking for Marymeade Park (page 13)
7. Proceed with the McKenzie Park Renovation CIP (page 14)
8. Proceed with the Renovation CIP, shaded seating and Jogging Trail CIP for Grant Park (page 9)
9. Proceed with the Renovation CIP and shaded seating for Heritage Oaks Park (page 10)
10. Proceed with the Renovation CIP, Tennis Court Lighting CIP, landscaping and restroom for Montclair Park (page 15)
11. Proceed with the Community Plaza Renovation CIP including an iconic feature (page 8)

*Due to the need to identify a location for a park in north Los Altos, projects which receive a lower priority should be considered first until a location can be identified and acquired.



One recommendation was not included in either the Short-term nor Long-term categories. That recommendation is for Hillview Park and is to proceed with the Community Center Master Plan (see page 11). This recommendation is dependent upon Council action to proceed with a bond measure to finance the project. As such, the timing of the recommendation is dependent upon when the City Council decides it is time to proceed with the project and therefore all other recommendations should be considered independently of any recommendations for Hillview Park.

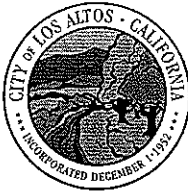


ASPIRATIONAL RECOMMENDATIONS

The following are the aspirational recommendations set forth in this Plan. They may or may not be feasible, but are goals the City should aspire to attain. They are listed according to priority.

1. Consider the viability of open space downtown (see page 32 for more detail)
2. Provide restrooms in all active parks (page 32)
3. Provide public restrooms in Downtown (page 32)
4. Explore placement of skate elements on school property (page 31)
5. Explore installation of skateable art (page 31)
6. Strive to identify a location for an off-leash dog park (page 29)





DATE: June 12, 2013

AGENDA ITEM # 5

TO: Parks & Recreation Commission
FROM: Beverly Tucker, Recreation Director
SUBJECT: Work Plan Update

RECOMMENDATION:

Amend work plan to include majority recommendations from discussion item 4.

The Commission Work Plan was last amended on May 8, 2013.

Attachment:

2013-2014 Parks & Recreation Commission Work Plan

PARKS & RECREATION COMMISSION

2013/14 DRAFT Work Plan

Goal	Projects	Assignments	Target Date	Status
Promote and improve recreational planning and programming	Conduct online resident survey of recreation programs	Final stage: present report to City Council (Parmar/Baron)	May 2013	Scheduled
Develop and maintain mechanisms to encourage ongoing community feedback on parks and recreation	Serve as "Friends of Parks"	Visit parks and be responsive to the public-advise staff accordingly (All Commissioners)	Ongoing	
	Collaborate with other stakeholders in the area of parks and recreation	When needed: <ul style="list-style-type: none"> • Hold a joint meeting with the Youth Commission • Hold a joint meeting with the Los Altos Hills Recreation Committee • Hold a joint meeting with the Senior Commission 	When needed	
	Support and conduct PARC outreach at City events and activities	<ul style="list-style-type: none"> • Attend two Recreation Special Events per year (each Commissioner) • Strive for PARC representation at all events (all Commissioners) 	Ongoing	
	Explore new and innovation mechanisms for community feedback to PARC	<ul style="list-style-type: none"> • Define new mechanisms that would improve the ability of citizens to provide comments and concerns (Beggs/Parmar/Lee Eng) • Utilize the downtown Farmer's Market non-profit booth for outreach (James/Tooley) 	October 2013	
			July/August 2013	Tentative Schedule

Advance the quality of parks and facilities	Make CIP recommendations to City Council	<ul style="list-style-type: none"> • Suggestions to City Council on prioritization of the Five Year CIP Plan • Identify two to three projects to address from the Parks Plan for FY 2013/2014 • Form subcommittees to work on projects 	April 2013	Completed
			May 2013	Scheduled
			May 2013	Scheduled
	Consider Community Plaza	Provide input on the Community Plaza as directed by Council	When needed	
	Augment Hetch Hetchy landscaping	Evaluate landscaping condition along the Hetch Hetchy Right of Way and suggest augmentation for refreshing aged/missing plants etc. (Tooley/Baron)	September 2013	
Other Projects as needed or directed	Respond to Redwood Grove developments	<ul style="list-style-type: none"> • Respond as directed by City Council to developments in the Redwood Grove Plan • Obtain update from Acterra regarding ongoing work at Redwood Grove 	When needed April 2013	Completed



DATE: June 12, 2013

AGENDA ITEM # **6**

TO: Parks and Recreation Commission
FROM: Jon Maginot, Staff Liaison to the Public Arts Commission
SUBJECT: Sculpture installation

RECOMMENDATION:

Receive an informational report from the Public Arts Commission

BACKGROUND

The Public Arts Commission (PAC) makes recommendations to the City Council regarding installation of art in the public. The City currently has a number of sculptures in its outdoor public sculpture program.

DISCUSSION

At its May 2, 2013 PAC meeting, the PAC voted unanimously to recommend to the City Council installation of the sculpture *Bird* by Riis Burwell in Lincoln Park. The recommended location is across Foothill Expressway from Safeway in the open grass area. *Bird* is stainless steel and measures 11 feet x 5 feet x 5 feet. The recommended loan period is two years. It is anticipated that the recommendation will go before the City Council on July 9, 2013.

Attachment: *Bird* by Riis Burwell

10th Annual Public Sculpture Search City of Los Altos, California

Entry Form # _____

Each entry requires a separate Entry Form. Return by December 1, 2012.

- Completed Entry Form
- Three color photos (different perspectives) either by e-mail or hard copy
Minimum hard copy size: 5" x 7" (prefer 8" x 10") Each photo should include name of the sculptor, title of sculpture, brief description of the sculpture and inspiration for the piece
- Supplemental statement of additional installation guidelines, if any
- Short biography of the artist

E-mail name and deliver to: City of Los Altos Public Arts Commission
One North San Antonio Road, Los Altos, California 94022
E-mail: imaginot@losaltosca.gov
Phone: 650-947-2600

Artist Name: Riis Burwell

Title of Piece: BIRD

Value: \$55,000

Medium (including finishes): bronze & stainless steel

Artist's Measurements of "x" w "x" h: 11' X 5' X 5'

Total Weight: 1,500 lbs

Type of base recommended: It has a bronze base. It just needs a 60" level area

Home Street Address: _____

City, State, Zip: Santa Rosa, CA 95404

Home Office Cell Phone: _____

E-mail Address: _____

Brief Description highlighting your inspiration for the piece: BIRD is my homage to the jazz musician Charles Parker. It was also inspired by the ideas expressed in Brancusi's sculpture, "Bird in Space"

Where did you hear about the Los Altos sculpture search?

I received an email about it from Faye Chapman

By _____





R I I S C. B U R W E L L

.. - - - | SANTA ROSA | CA | 95404 | ph:
i | www.riisburwell.com

Installation Proposal

All that is required for installation is that the ground be leveled in a 60" X 60" square area where the sculpture will be placed. A crane will be needed to lower the sculpture.

Riis was born in New Haven, Connecticut in 1954. He received his Bachelor of Fine Arts at Goddard College. Since 1983, Riis has been designing and hand-fabricating exquisite tabletop, wall and large free-standing abstract metal sculpture in his Northern California studio. Riis' sculpture draws its vitality from his reverence for nature and his fascination with the opposing forces of geometry and entropy that underlie the structure of the physical world. The delicate balance between order and chaos, growth and decay of all matter intrigues and inspires him.